



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

LY TO
TENTION OF

ATZT-CP

16 MAY 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 22-03, Telework

1. REFERENCES.

- a. Public Law 106-346, Section 359.
- b. Memorandum, Under Secretary of Defense, 22 Oct 01, subject: Department of Defense (DOD) Telework Policy and Guide.
- c. TRADOC Circular 600-02-1, Guidance for the Department of Defense Telework Policy, 30 July 2002.

2. GENERAL.

- a. The law and DOD Policy require the establishment of a program under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. Section 359 requires that for each fiscal year until FY 2004, 25% of the eligible Federal workforce be afforded the opportunity to telework until the program is extended to 100% of the eligible Federal workforce.
- b. This initiative is designed to promote telework as a flexible tool for managers and their employees throughout this installation and to:
 - (1) Promote Fort Leonard Wood as an employer of choice.
 - (2) Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life.
 - (3) Enhance Fort Leonard Wood's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability.
 - (4) Reduce traffic congestion and decrease energy consumption and air pollution emissions.
 - (5) Reduce the need for additional office space and parking facilities.

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(6) Consider telework as a component in continuity of operations planning for unforeseen interruptions or natural disasters.

c. The DOD Telework Policy and Guide and the TRADOC Circular 600-02-01 contain the basic parameters and conditions for implementing the telework program.

3. POLICY AND PROCEDURES.

a. Telework is a management option, not an employee right. Both the position and the employee must be eligible for telework to be favorably considered. Participation in this program is voluntary. Due to DOIM budget constraints, all telework costs must be reimbursed to the DOIM or funded by the employing unit, activity, or tenant, or the individual employee, in the case of ad hoc telework arrangements.

b. The following officials are designated as approval authorities for their organizations:

(1) U.S. Army Maneuver Support Center: Assistant Commandants or Deputy Assistant Commandants of the Chemical School, Engineer School and Military Police School, MANSCEN Chief of Staff, Brigade Commanders and Directors.

(2) U.S. Army Medical Command, Fort Leonard Wood: Deputy Commander for Administration.

(3) U.S. Army Dental Command, Fort Leonard Wood: Executive Officer.

(4) Installation Management Agency, Fort Leonard Wood: Garrison Commander and Directors.

c. The enclosed HQ, US Army Maneuver Support Center's Telework Agreement and Safety Checklist must be completed prior to the commencement of both regular and recurring or an ad hoc telework arrangement.

d. Supervisors will make arrangements with the Directorate of Information Management to determine the availability of government owned Automated Information Systems that are available to support specific employees performing official duties in their homes. Where appropriate, employees may be approved to use their personally owned automation equipment. However, the equipment must be certified and accredited IAW Chapter 3, AR 380-19, Information Systems Security, 28 Feb 98. All remote connections to DOD networks must be established through approved Remote Access Dial-In User Service or other DOD or Army approved connections. Anti-virus software must also be current and government data must be protected IAW DOD, Army and local

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DOIM policies. All activities will comply with the provisions contained in Section D, Policy Statement, of the DOD Telework Policy. Personally owned devices and all associated storage media containing sensitive but unclassified or privacy act protected data must be erased or destroyed IAW AR 380-19, prior to an extended leave of absence, relocation, or termination of employment.

4. SUPERSESSION: This policy replaces Command Policy 22-01, Alternative Workplace Arrangements (Flexiplace) dated 15 October 2001 and will remain in effect until rescinded or superceded.

5. PROPONENCY: The proponent for this command policy is the Director, Civilian Personnel Advisory Center, 596-0280.

Encl
as


R. L. VAN ANTWERP
Major General, US Army
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,
Detachments, Tenant Units, Directorates, and
Personal Staff Offices

TELEWORK AGREEMENT

Proponent - CPAC

Employee:

Last Name: _____ First Name _____ Middle Initial _____

Position Title: _____

Pay Plan _____ Series _____ Grade _____

Organization: _____

Days in Biweekly Pay Period Employee is Authorized to Telework

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE		DUTY HOURS (specify hours of work and lunch break)
			Regular and Recurring	Ad hoc	
MON					
TUES					
WED					
THUR					
FRI					

Alternative Worksite

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

CHANGES TO TELEWORK AGREEMENT

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Request by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

WORK-AT-HOME TELEWORK

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by an agency representative as required, during normal working hours, to repair or maintain Government-furnished equipment and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

OFFICIAL DUTY STATION

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____ The official duty station corresponds to that found on the most recent Notification of Personal Action.

TIME AND ATTENDANCE, WORK PERFORMANCE AND OVERTIME

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

SECURITY AND EQUIPMENT

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the organization's mission at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government-furnished equipment.

All files, records, papers or machine-readable materials created while teleworking are the property of the Department of the Army. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a

requirement of their official responsibilities. Only copies, and not originals of Privacy Act documents may be taken out of the traditional work site and only on a temporary basis, with the permission of the supervisor. Teleworker agrees to delete all files containing Government information from privately owned equipment when no longer required, or prior to extended leave of absence, relocation or termination of the telework arrangement. He or she will verify in writing that all files containing such Government information have been deleted on termination of the telework arrangement.

LIABILITY AND INJURY COMPENSATION

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

STANDARDS OF CONDUCT

The employee acknowledges the he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government furnished equipment.

MILEAGE SAVINGS

The employee estimates that the telework arrangement will result in a reduction of approximately _____ round-trip miles traveled in each telework day, for a total of _____ miles every pay period.

TERMINATION OF TELEWORK AGREEMENT

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

DATE OF COMMENCEMENT

We have read and understand the terms and conditions of this Telework Agreement consisting of four pages. The Safety Checklist will be completed prior to the commencement of the Telework Agreement and then retained as an enclosure to this agreement

SIGNATURES

Employee

Date

Supervisor

Date

APPROVED BY

Designated Approval Authority
(Command Policy #22-03)

Date

SAFETY CHECKLIST

The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
3. Will your home's electrical system permit the grounding of electrical equipment (a three-prong receptacle) ?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	YES	<input style="width: 80%;" type="checkbox"/>	NO	<input style="width: 80%;" type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> Employee's Signature _____ Date _____ </div>				